

TOWN OF WEBSTER
SELECT BOARD
MEETING MINUTES MONDAY SEPTEMBER 20, 2021

1 The Select Board held a meeting on Monday, September 20, 2021. The meeting was held at 945 Battle
2 Street, Webster, NH 03303 in the Grange Hall.

3
4 **Select Board Members present:** David Hemenway (Chairperson), Normandie Blake, Marlo Herrick.

5
6 **Also, present:** Town Administrator Dana Hadley, Police Chief Stephen Adams, Town Clerk Michelle
7 Derby, Land Use Coordinator Russell Tatro, Jaye Terrazono-Bowe, Philip Strittmatter.

8
9 The meeting was unable to start at 6:30pm because of a lack of quorum. When Selectwoman Blake and
10 Selectwoman Herrick arrived, the meeting started at 7:03. Chairperson Hemenway then made a brief
11 announcement regarding the Small Schools Study. He then stated that the Select Board was still working
12 with Town Council regarding the Walker Pond Property.

13
14 Chairperson Hemenway moved on to the Public Hearing for the Sale of 10-1-58,

15
16 He opened the hearing at 7:07pm and stated that the Board had received feedback from both the
17 Conservation Commission and Planning Board. Both had recommended to sell the property. He then
18 opened the hearing for public comment. Phillip Strittmatter asked a question regarding the process.
19 Chairperson Hemenway responded that the public hearing held in August had not counted because
20 feedback had not been received from the Conservation Commission. The final hearing would be on
21 October 4th. Hearing no further public comment, Chairperson Hemenway Closed the public hearing at
22 7:07pm.

23
24 Chairperson Hemenway moved onto the next item on the agenda, Town Properties.

25
26 Administrator Hadley stated that he had shown both 18 Mont Vernon Terrace and 9 Penacook Circle
27 multiple times over the last few months. He had received bids for both. He first opened the bids for 18
28 Mont Vernon Terrace and the highest bidder was Wesley Rose who bid \$105,129.00.

29
30 **MOTION:** Chairperson Hemenway
31 *To award the property to the highest bidder Wesley Rose for \$105,129.00.*

32 **SECOND:** Selectwoman Blake

33 **DAVID HEMENWAY – YES**

34 **NORMANDIE BLAKE – YES**

35 **MARLO HERRIC – YES**

36 **The motion passed 3 to 0.**

37
38 Administrator Hadley then opened the bids for the fire damage repair for 9 Penacook Circle. The Board
39 discussed each of the bids and decided that they needed further information. Administrator Hadley stated
40 he would get the required information before the next meeting.

41
42 Administrator Hadley had received a request to purchase a Town owned lot on Rumford Drive. The
43 Board discussed the lot and agreed that he could do further research for the sale.

44
45 Chairperson Hemenway asked about the recently deeded properties. Administrator Hadley responded that
46 the Town was still in the process of doing its due diligence to locate existing next of kin for the deceased
47 owners. Once this was done, the Town could consider selling the properties.

48
49 Chairperson Hemenway moved onto the next item on the agenda, the 2020 Audit.

1
2 Administrator Hadley had written a letter approving the 2020 Audit. He went over the suggestions the
3 auditors had made. The Board discussed the suggestions and Chairperson Hemenway pointed out that
4 some of the suggestions were already included in various Town policies. He suggested the Board look at
5 this during the upcoming policy review work session. The Board agreed to sign the letter with one minor
6 change regarding policy timing.
7

8 Jaye-Terrazono-Bowe asked what had happened with auditing the previous Treasurer's books prior to the
9 start of the new Treasurer. Chairperson Hemenway stated that that Board had not done this because it
10 would be covered in the normal annual audit that was only a few months away.
11

12 Chairperson Hemenway moved onto the next item on the agenda, the White Plains Project.
13

14 Administrator Hadley stated that his main goal was the have the Department of Environmental Services
15 (DES) application for the culvert done and this was likely not going to happen. He had met with the
16 engineer and a representative from DES to discuss the application. DES had suggested changes that
17 would require additional approvals and updated plans. Selectwoman Herrick stated that she was thankful
18 that the Board had not ordered the box culvert as the engineer had suggested.
19

20 Administrator Hadley stated that the engineer had also submitted several bills and she wanted to be paid.
21 He had asked her to come to the next meeting to discuss the bills and the projects status. The engineer had
22 responded that she would not come to any further meetings because her bills had not been paid. She had
23 informed Administrator Hadley that a bill had been submitted to the previous Town Administrator, over a
24 year ago, and it had not been paid. Administrator Hadley stated that the bill had been submitted during the
25 transition between Town Administrators and that he had only become aware of it recently. He pointed out
26 that the engineer had been dodging meetings with the Select Board prior to the bill being received.
27

28 Mr. Strittmatter asked if she had a contract with the Town. Administrator Hadley responded that there
29 was no contract, no agreed fee schedule, and no timeline for the project. The engineer had been working
30 on this project for over six years and the Town still did not have finalized plans or an application that was
31 ready to submit to DES. Chairperson Hemenway suggested that the Board give permission to
32 Administrator Hadley to bring up the topic to legal counsel. The Board discussed the situation and agreed
33 with his suggestion.
34

35 Chairperson Hemenway moved onto the next item on the agenda, the Impact Fee Accounts.
36

37 Administrator Hadley informed the Board that the Town had received a request from the school to
38 withdraw money from the Impact Fee Accounts. These funds would be used to cover half the cost of the
39 upgrades needed to convert the Elementary School to an emergency shelter. Selectwoman Herrick asked
40 if the upgrades had gone out to bid. Chairperson Hemenway responded that the school had done the
41 required bidding and that the previous Select Board had agreed to cover the amounts up to certain
42 amount. The submitted bill was below the threshold the Board had approved.
43

44 Administrator Hadley stated that the Board had also received the Memorandum of Understanding (MOU)
45 for using the Elementary School as the shelter. He had the Town's Attorney review the document and he
46 suggested that the when the shelter be referred to as the Webster Elementary School. Chairperson
47 Hemenway felt this was a good change because whether or not the school closed, the Webster Elementary
48 School would still be the Town's emergency shelter. This would better protect the Town's investment.
49

50 **MOTION:** Chairperson Hemenway

1 *To approve the withdrawal from the impact fees to pay for the Town's portion of the installation of the*
2 *generator contingent on the MOU being signed.*

3 **SECOND:** Selectwoman Blake

4 **DAVID HEMENWAY – YES**

5 **NORMANDIE BLAKE – YES**

6 **MARLO HERRIC – YES**

7 **The motion passed 3 to 0.**

8
9 The Board then reviewed the second MOU from the School to the Town. This would be the maintenance
10 agreement for mowing and winter plowing. The Board reviewed the MOU and agreed to sign.

11
12 **MOTION:** Chairperson Hemenway

13 *To approve MOU for the Maintenance agreement between the Elementary School and Town Hall.*

14 **SECOND:** Selectwoman Blake

15 **DAVID HEMENWAY – YES**

16 **NORMANDIE BLAKE – YES**

17 **MARLO HERRIC – YES**

18 **The motion passed 3 to 0.**

19
20 Chairperson Hemenway moved to the next item on the agenda, correspondence.

21
22 Administrator Hadley stated that he had received a letter from the Department of Transportation regarding
23 the 10-year plan created by the Governors Council. They had given a list of dates and locations of public
24 hearings where communities give feedback on the plan.

25
26 Land Use Coordinator Tatro stated that he had received a letter from the Tax collector regarding the
27 refrigerator that the Town had agreed to purchase. The Board discussed the Topic and agreed that Land
28 Use Coordinator Tatro should get quotes. The quotes would then be brought before the Board for
29 approval.

30
31 Chairperson Hemenway asked about the maintenance that still needed to be done. He pointed out that he
32 had noticed that the front steps had been painted but the additional traction had not been added.

33 Administrator Hadley stated that he would look into it. He was also going to look into the cost for
34 repairing the steel railing at the entrance to the library. However, this would likely overdraw the
35 maintenance budget line. The Board agreed that he should move forward with getting quotes because the
36 railing are a safety concern.

37
38 Chairperson Hemenway moved onto public comment.

39
40 Ms. Terrazono-Bowe commented that the intersection on Long Street was dangerous due to the
41 overgrown brush. Selectwoman Blake though this was something the State should solve because the
42 obstruction was in their right of way. Chief Adams stated that she was correct, and the brush is in the
43 State's right of way.

44
45 Administrator Hadley had received correspondence from Kim Fortune regarding the 1871 Water Rights.
46 Apparently, Boscawen had a similar agreement and had gotten out of it and Ms. Fortune thought that
47 Webster should do the same. The Board discussed the topic and agreed to send the agreement to the
48 Town's Attorney to review.

49
50 Chairperson Hemenway moved onto to motions and approvals.

1 **MOTION:** Chairperson Hemenway
2 *To approve the minutes from 9/7/21 as written*

3 **SECOND:** Selectwoman Blake
4 **DAVID HEMENWAY – YES**
5 **NORMANDIE BLAKE – YES**
6 **MARLO HERRIC – YES**

7 **The motion passed 3 to 0.**

8
9 **MOTION:** Chairperson Hemenway
10 *To request the Trustees of Trust Funds, issue a check in the amount of \$6,892.50 for Invoices #6532 in*
11 *the amount of \$3,802.00 and Invoice #6533 in the amount of \$3,090.00, payable to Fleece and Flower*
12 *Farm for road construction for Concord Drive. These funds are to be withdrawn from the Highways*
13 *and Roads Capital Reserve Fund.*

14 **SECOND:** Selectwoman Blake
15 **DAVID HEMENWAY – YES**
16 **NORMANDIE BLAKE – YES**
17 **MARLO HERRIC – YES**
18 **The motion passed 3 to 0.**

19
20 **MOTION:** Chairperson Hemenway
21 *To request the Trustees of Trust Funds, issue a check in the amount of \$5,170 for Invoices #6534 in*
22 *the amount of \$2,585.00 and Invoice #6535 in the amount of \$2,585.00 payable to Fleece and Flower*
23 *Farm for Road Preservation on Pleasant Street and White Plains Roads at Lake Winnepocket. These*
24 *funds are to come from the Road Preservation Expendable Trust Fund.*

25 **SECOND:** Selectwoman Blake
26 **DAVID HEMENWAY – YES**
27 **NORMANDIE BLAKE – YES**
28 **MARLO HERRIC – YES**
29 **The motion passed 3 to 0.**

30
31 **MOTION:** Chairperson Hemenway
32 *To enter non-public session at 8:57pm under RSA 91A:3c for reputation*

33 **SECOND:** Selectwoman Blake
34 **DAVID HEMENWAY – YES**
35 **NORMANDIE BLAKE – YES**
36 **MARLO HERRIC – YES**
37 **The motion passed 3 to 0.**

38
39 The Board exited the first non-public session at 9:36pm

40
41 **MOTION:** Chairperson Hemenway
42 *To enter a second non-public session at 9:36pm under RSA 91A:3a for employee reviews*

43 **SECOND:** Selectwoman Blake
44 **DAVID HEMENWAY – YES**
45 **NORMANDIE BLAKE – YES**
46 **MARLO HERRIC – YES**
47 **The motion passed 3 to 0.**

48
49 The Board exited the second non-public session at 10:26pm

50
51 **MOTION:** Chairperson Hemenway

- 1 ***To close the meeting at 10:26pm***
- 2 **SECOND:** Selectwoman Blake
- 3 **DAVID HEMENWAY – YES**
- 4 **NORMANDIE BLAKE – YES**
- 5 **MARLO HERRIC – YES**
- 6 **The motion passed 3 to 0.**
- 7
- 8 *Minutes taken by Russell Tatro.*

Approved as Amended 10/14/21